

DEPARTMENT OF THE ARMY
Corps of Engineers, Missouri River Division
12565 West Center Road
Omaha, Nebraska 68144-3869

CEMRO-IM-C

MRD Suppl 1 to AR 340-9

MRD Supplement 1
to AR 340-9

1 December 1996

Office Management
OFFICE SYMBOLS

Further supplementation of this regulation is prohibited.

AR 340-9, 12 Aug 85, is supplemented as follows:

Page 3, paragraph 4, Responsibilities. Add subparagraph c.

c. Office symbols or changes will be requested from assigned Records Managers (CEMRO-IM-C for CEMRD/CEMRO and CEMRK-IM-R for CEMRK)

Page 57, Appendix B-10, U.S. Army Corps of Engineers. Add new subparagraphs c, d, and e. These paragraphs reflect the office symbols of CEMRD, CEMRO, CEMRK, and field offices.

c. Basic Office Symbols for Missouri River Division.

EXECUTIVE OFFICE	
Division Commander	CEMRD-DE
Deputy Commander	CEMRD-DC
Equal Employment Manager	CEMRD-EE
AUDIT OFFICE	
	CEMRD-AO
DIRECTORATE OF CONTRACTING	
	CEMRD-CT
DIRECTORATE OF ENGINEERING AND TECHNICAL SERVICES	
Real Estate Division	CEMRD-ET-A
Construction-Operations Division	CEMRD-ET-C
Engineering Division	CEMRD-ET-E
Planning Division	CEMRD-ET-P
Reservoir Control Center	CEMRD-ET-R
DIRECTORATE OF HUMAN RESOURCES	
	CEMRD-HR
DIRECTORATE OF INFORMATION MANAGEMENT	
	CEMRD-IM
LOGISTICS MANAGEMENT OFFICE	
	CEMRD-LM
OFFICE OF COUNSEL	
	CEMRD-OC
PUBLIC AFFAIRS OFFICE	
	CEMRD-PA
DIRECTORATE OF PROGRAMS MANAGEMENT	
Civil Works Programs Management Division	CEMRD-PM-C
HTRW Programs Management Division	CEMRD-PM-H
Military Programs Management Division	CEMRD-PM-M
Master Manual	CEMRD-PM-R

MRD Suppl 1
to AR 340-9
1 Dec 96

DIRECTORATE OF RESOURCE MANAGEMENT	CEMRD-RM
Budget function	CEMRD-RM-B
Finance and Accounting function	CEMRD-RM-F
Management Analysis function	CEMRD-RM-M
Manpower Management Function	CEMRD-RM-P
SAFETY AND OCCUPATIONAL HEALTH OFFICE	CEMRD-SO
SECURITY AND LAW ENFORCEMENT OFFICE	CEMRD-SL

d. Basic office symbols for the Omaha District.

EXECUTIVE OFFICE	
District Commander	CEMRO-DE
Deputy Commander-Chf of Staff	CEMRO-DD
Deputy District Engineer	CEMRO-DP
Native American Coordinator	CEMRO-DP-NA
Deputy Commander-Mil	CEMRO-DM
Executive Assistant	CEMRO-EX
SMALL BUSINESS	CEMRO-SB
CONSTRUCTION DIVISION	CEMRO-CD
Contract Administration Branch	CEMRO-CD-C
Contract Management Section	CEMRO-CD-CM
Contract Administration Section	CEMRO-CD-CA
Quality Assurance Branch	CEMRO-CD-Q
Mechanical and Electrical Section	CEMRO-CD-QM
Construction Section	CEMRO-CD-QC
Constructibility Review Section	CEMRO-CD-QR
Area Offices	
Badger Area	CEMRO-CD-BA
Fort McCoy Resident Office	CEMRO-CD-BA-F
Baraboo Project Office	CEMRO-CD-BA-A
Burlington Project Office	CEMRO-CD-BA-B
Twin Cities Resident Office	CEMRO-CD-BA-T
Upper Michigan Resident Office	CEMRO-CD-BA-U
Green Bay Project Office	CEMRO-CD-BA-G
Milwaukee Project Office	CEMRO-CD-BA-M
Black Hills Area	CEMRO-CD-BH
Ellsworth Resident Office	CEMRO-CD-BH-E
Montana Project Office	CEMRO-CD-BH-T
F.E. Warren Resident Office	CEMRO-CD-BH-F
Grand Forks Resident Office	CEMRO-CD-BH-G
Minot Project Office	CEMRO-CD-BH-M
Igloo Resident Office	CEMRO-CD-BH-I
Fort Crook Area	CEMRO-CD-FC
Offutt Resident Office	CEMRO-CD-FC-O
Onawa Project Office	CEMRO-CD-FC-O

Perry Creek Project Office	CEMRO-CD-FC-O
Rapid Response Resident Office	CEMRO-CD-FC-R
Rocky Mountain Area	CEMRO-CD-RM
Air Force Resident Office	CEMRO-CD-RM-A
Air Force Academy Project Office	CEMRO-CD-RM-A
Peterson Air Force Base Project Office	CEMRO-CD-RM-A
Fort Carson Resident Office	CEMRO-CD-RM-C
Pueblo Project Office	CEMRO-CD-RM-C
Denver Resident Office	CEMRO-CD-RM-D
Buckley ANG Project Office	CEMRO-CD-RM-D
Fitzsimmons AMC Project Office	CEMRO-CD-RM-D
CONTRACTING DIVISION	CEMRO-CT
Acquisition Branch	CEMRO-CT-F
Contract Support Branch	CEMRO-CT-S
ENGINEERING DIVISION	CEMRO-ED
Cost Engrg and Technical Support Branch	CEMRO-ED-C
Civil and HTRW Estimating Section	CEMRO-ED-CC
Military Estimating Section	CEMRO-ED-CM
Design Branch	CEMRO-ED-D
Mechanical Section	CEMRO-ED-DA
Electrical Section	CEMRO-ED-DC
Structure Section	CEMRO-ED-DF
Architectural Section	CEMRO-ED-DG
Specifications Section	CEMRO-ED-DI
Civil Engineering Section	CEMRO-ED-DJ
Environmental Engineering Section	CEMRO-ED-DK
Interior Design Section	CEMRO-ED-DL
CADD/Drafting Section	CEMRO-ED-DM
Site Planning Section	CEMRO-ED-DN
Design Support Section A	CEMRO-ED-DR
Design Support Section B	CEMRO-ED-DS
Environmental Remediation Branch	CEMRO-ED-E
Section A	CEMRO-ED-EA
Section B	CEMRO-ED-EB
Section C	CEMRO-ED-EC
Section D	CEMRO-ED-ED
Section E	CEMRO-ED-EE
Chemistry Section	CEMRO-ED-EG
Industrial Hygiene Section	CEMRO-ED-EH
Geotechnical Branch	CEMRO-ED-G
Soils Section A	CEMRO-ED-GA
Soils Section B	CEMRO-ED-GB
Surveys, Mapping, and GIS Section	CEMRO-ED-GD
Geology Section A	CEMRO-ED-GG
Geology Section B	CEMRO-ED-GH

MRD Suppl 1
to AR 340-9
1 Dec 96

Hydrologic Engineering Branch	CEMRO-ED-H
Hydrology and Water Control Section	CEMRO-ED-HA
Hydraulics and River Section	CEMRO-ED-HB
Protective Design Mandatory Center of Expertise	CEMRO-ED-S
Hardened Structures Section	CEMRO-ED-SH
Strategic Programs Support Section	CEMRO-ED-SP
Security Engineering Section.....	CEMRO-ED-ST
Transportation Systems Mandatory Center of Expertise	CEMRO-ED-TX
Value Engineering	CEMRO-ED-VE
 EQUAL EMPLOYMENT OPPORTUNITY OFFICE.....	CEMRO-EE
 HUMAN RESOURCES OFFICE	CEMRO-HR
Classification and Staffing Branch	CEMRO-HR-C
Employee/Labor Relations & Training Branch	CEMRO-HR-E
 HTRW CENTER OF EXPERTISE	CEMRO-HX
Chemical Data Quality Mgt Branch	CEMRO-HX-C
Geoenvironmental and Process Engineering Branch	CEMRO-HX-G
Environmental Health & Safety Branch	CEMRO-HX-H
Environmental Studies & Liaison Branch	CEMRO-HX-S
Environmental Cost, Compliance, & Tech Branch	CEMRO-HX-T
 INFORMATION MANAGEMENT OFFICE	CEMRO-IM
Automation Technology and Services Branch	CEMRO-IM-A
Customer Assistance Branch	CEMRO-IM-C
Applications and Planning Branch	CEMRO-IM-P
Computer Systems and Communications Branch	CEMRO-IM-S
 INTERNAL REVIEW OFFICE	CEMRO-IR
 LOGISTICS MANAGEMENT OFFICE	CEMRO-LM
 MISSOURI RIVER LABORATORY	CEMRO-LB
Administrative and Service Branch	CEMRO-LB-A
Chemical Data Analysis & Evaluation Branch	CEMRO-LB-D
Inorganic Chemistry Test Branch	CEMRO-LB-I
Organic Chemistry Test Branch	CEMRO-LB-O
Soils and Materials Test Branch	CEMRO-LB-S
 OFFICE OF COUNSEL	CEMRO-OC
 OPERATIONS DIVISION	CEMRO-OP
Emergency Management Branch	CEMRO-OP-E
Regulatory Branch	CEMRO-OP-R
Field Support & Analysis Section	CEMRO-OP-RF
Regulatory State Offices	
Montana State Office	CEMRO-OP-RMT
Nebraska-Wehrspann State Office	CEMRO-OP-RNE

MRD Suppl 1
to AR 340-9
1 Dec 96

Nebraska-Kearney State Office	CEMRO-OP-RNE
North Dakota State Office	CEMRO-OP-RND
South Dakota State Office	CEMRO-OP-RSD
Wyoming State Office	CEMRO-OP-RWY
Management Support Branch	CEMRO-OP-S
Technical Support Branch	CEMRO-OP-T
Maintenance Engr Section	CEMRO-OP-TM
Electronic Maintenance	CEMRO-OP-TM
Natural Resources Mgt Section	CEMRO-OP-TN
Big Bend Project Office	CEMRO-OP-BB
Maintenance Section	CEMRO-OP-BB-M
Natural Resources Section	CEMRO-OP-BB-N
Coldbrook	CEMRO-OP-BB-N
Technical Support Section	CEMRO-OP-BB-T
Fort Peck Project Office	CEMRO-OP-FP
Maintenance Section	CEMRO-OP-FP-M
Natural Resources Section	CEMRO-OP-FP-N
Technical Support Section	CEMRO-OP-FP-T
Fort Randall Project Office	CEMRO-OP-FR
Maintenance Section	CEMRO-OP-FR-M
Natural Resources Section	CEMRO-OP-FR-N
Technical Support Section	CEMRO-OP-FR-T
Garrison Project Office	CEMRO-OP-GA
Maintenance Section	CEMRO-OP-GA-M
Natural Resources Section	CEMRO-OP-GA-N
Pipestem	CEMRO-OP-GA-N
Technical Support Section	CEMRO-OP-GA-T
Gavins Point Project Office	CEMRO-OP-GP
REHAC	CEMRO-OP-GP
Maintenance Section	CEMRO-OP-GP-M
Natural Resources Section	CEMRO-OP-GP-N
Technical Support Section	CEMRO-OP-GP-T
Missouri River Project Office	CEMRO-OP-MR
River and Project Maintenance Section	CEMRO-OP-MR
Salt Creek/Papio Resources Management	CEMRO-OP-MR
Oahe Project Office	CEMRO-OP-OA
Maintenance Section	CEMRO-OP-OA-M
Natural Resources Section	CEMRO-OP-OA-N
Technical Support Section	CEMRO-OP-OA-T
Tri-Lakes Project Office	CEMRO-OP-TL
 PLANNING DIVISION	 CEMRO-PD
Economic and Social Analysis Branch	CEMRO-PD-E
Flood Plain Management Systems Branch	CEMRO-PD-F
Environmental Analysis Branch	CEMRO-PD-M
Plan Formulation Branch	CEMRO-PD-P
 PROGRAMS AND PROJECT MANAGEMENT DIVISION	 CEMRO-MD
Hazardous, Toxic, and Radioactive Waste Branch	CEMRO-MD-H

MRD Suppl 1
to AR 340-9
1 Dec 96

Section A	CEMRO-MD-HA
Section B	CEMRO-MD-HB
Military/Civil Works Branch	CEMRO-MD-M
Programs Management Branch	CEMRO-MD-P
PUBLIC AFFAIRS OFFICE	CEMRO-PA
REAL ESTATE DIVISION	CEMRO-RE
Acquisition Branch	CEMRO-RE-A
Closing and Condemnation Section	CEMRO-RE-AC
Leasing and Purchase Section	CEMRO-RE-AP
Appraisal Branch	CEMRO-RE-E
Management and Disposal Branch	CEMRO-RE-M
Civil Section	CEMRO-RE-MC
Military Section	CEMRO-RE-MM
Planning and Control Branch	CEMRO-RE-P
Control Section	CEMRO-RE-PC
Planning Section	CEMRO-RE-PR
Pierre Real Estate Office	CEMRO-RE-O
Riverdale Real Estate Office	CEMRO-RE-G
Twin Cities Real Estate Office	CEMRO-RE-T
RESOURCE MANAGEMENT OFFICE	CEMRO-RM
Budget and Manpower Branch	CEMRO-RM-B
Finance and Accounting Branch	CEMRO-RM-F
Accounting Section	CEMRO-RM-FF
Civil Accounting Unit	CEMRO-RM-FF-S
Control Unit	CEMRO-RM-FF-K
Military Accounting Unit	CEMRO-RM-FF-M
Revolving Fund Accounting Unit	CEMRO-RM-FF-R
Disbursing Section	CEMRO-RM-FD
Examination Section	CEMRO-RM-FE
Management Analysis Branch	CEMRO-RM-M
SAFETY AND OCCUPATIONAL HEALTH OFFICE	CEMRO-SO
SECURITY AND LAW ENFORCEMENT OFFICE	CEMRO-SE

e. Basic office symbols for the Kansas City District.

EXECUTIVE OFFICE	
District Commander	CEMRK-DE
Deputy Commander	CEMRK-DD
Deputy Commander-Project Management	CEMRK-DP
Executive Assistant	CEMRK-EX
Deputy for Small Business	CEMRK-EX-DB
Special Assistant	CEMRK-EX-SA
Security Officer	CEMRK-PM
Value Engineering Officer	CEMRK-VE

MRD Suppl 1
to AR 340-9
1 Dec 96

Equal Employment Opportunity Officer	CEMRK-EE
Internal Review Office	CEMRK-IR
Public Affairs Office	CEMRK-PA
Safety and Occupational Health Office	CEMRK-SO
CONSTRUCTION-OPERATIONS DIVISION	CEMRK-CO
Deputy Chief - Construction	
Deputy Chief - Operations	
Construction Branch	CEMRK-CO-C
Fort Leonard Wood Resident Office	CEMRK-FM-WD
Whiteman Resident Office	CEMRK-FM-BW
Fort Leavenworth Resident Office	CEMRK-FM-LV
Fort Riley Resident Office	CEMRK-FM-RI
Readiness Branch	CEMRK-CO-E
Operations Technical Support Branch	CEMRK-CO-T
Maintenance Engineering Section	CEMRK-CO-TM
Natural Resources Section	CEMRK-CO-TR
Regulatory Branch	CEMRK-CO-R
Eastern Project Section	CEMRK-CO-RE
Western Project Section	CEMRK-CO-RW
Management Support Branch	CEMRK-CO-M
Missouri River Area Office	CEMRK-FO-MO
Jefferson City Project Office	CEMRK-FO-MO-JC
Gasconade Project Office	CEMRK-FO-MO-
GG	
Glasgow Project Office	CEMRK-FO-MO-
GL	
Clinton Project Office	CEMRK-OF-CL
Harlan County Project Office	CEMRK-OF-HC
Hillsdale Project Office	CEMRK-OF-HI
H.S. Truman Project Office	CEMRK-OF-HT
Truman Power Plant	CEMRK-OF-HT-P
Kanopolis Project Office	CEMRK-KA
Long Branch Project Office	CEMRK-OF-LB
Melvern Project Office	CEMRK-OF-ME
Milford Project Office	CEMRK-OF-MI
Perry Project Office	CEMRK-OF-PE
Pomona Project Office	CEMRK-OF-PO
Pomme de Terre Project Office	CEMRK-OF-PT
Rathbun Project Office	CEMRK-OF-RA
Smithville Project Office	CEMRK-OF-SM
Longview-Blue Springs Office	CEMRK-OF-SM-LO
Stockton Project Office	CEMRK-OF-ST
Stockton Power Plant	CEMRO-OF-ST-P
Tuttle Creek Project Office	CEMRK-OF-TC
Wilson Project Office	CEMRK-OF-WI
CONTRACTING DIVISION	CEMRK-CT
HTRW A-E and Construction Branch	CEMRK-CT-H

Military/Civil and Construction Branch	CEMRK-CT-M
Supplies and Services Branch	CEMRK-CT-S
ENGINEERING & PLANNING DIVISION	CEMRK-EP
Assistant Chief	
Cost Engineering Branch	CEMRK-EP-C
CADD Section	CEMRK-EP-CC
Cost Engineering Section	CEMRK-EP-CE
Specs Section	CEMRK-EP-CS
Survey Section	CEMRK-EP-CU
Design Branch	CEMRK-EP-D
Architectural Section	CEMRK-EP-DA
Civil Section	CEMRK-EP-DC
Installation Support Section	CEMRK-EP-DI
Electrical/Mechanical Section	CEMRK-EP-DL
Structural Section	CEMRK-EP-DS
Environmental Branch	CEMRK-EP-E
Environmental Engineering (A) Section	CEMRK-EP-EA
Environmental Engineering (B) Section	CEMRK-EP-EB
Environmental Engineering (C) Section	CEMRK-EP-EC
Geoenvironmental Engineering Section	CEMRK-EP-EG
Hydrogeology Section	CEMRK-EP-EH
Process Engineering Section	CEMRK-EP-EP
Environmental Science Section	CEMRK-EP-ES
Geotechnical Branch	CEMRK-EP-G
Geotechnical Design Section	CEMRK-EP-GD
Geology Section	CEMRK-EP-GG
Local Protection Section	CEMRK-EP-GL
Planning & Hydrologic Engineering Branch	CEMRK-EP-P
Water Control Section	CEMRK-EP-PC
Formulation Section	CEMRK-EP-PF
Hydrology & Hydraulics Section	CEMRK-EP-PH
Environmental Resources Section	CEMRK-EP-PR
HUMAN RESOURCES OFFICE	CEMRK-HR
Staffing & Classification Branch	CEMRK-HR-E
Employee Relations & Benefits Branch	CEMRK-HR-D
INFORMATION MANAGEMENT OFFICE	CEMRK-IM
Automation Support Branch	CEMRK-IM-I
Help Desk	
Quick Copy Center	CEMRK-IM-IC
Information Support Branch	CEMRK-IM-S
Records Management	
Library	CEMRK-IM-SL
Mailroom Liaison	CEMRK-IM-SM
Radio & Electronic	CEMRK-IM-SE
Radio Shop	CEMRK-IM-SE-R
Audiovisual.....	CEMRK-IM-SV
Photolab/Video.....	CEMRD-IM-SV-P
INTERNAL REVIEW OFFICE	CEMRK-IR
LOGISTICS MANAGEMENT OFFICE	CEMRK-LM

Maintenance Branch	CEMRK-LM-M
Supply Management Branch	CEMRK-LM-S
Storeroom	CEMRK-LM-SS
Transportation & Facilities Branch	CEMRK-LM-T
Warehouse	CEMRK-LB-TS
 PROGRAMS & PROJECT MANAGEMENT	CEMRK-MD
Civil Works/Military Branch	CEMRK-MD-L
Civil Works Unit	CEMRK-MD-LC
Military Unit	CEMRK-MD-LM
Programs Management Branch	CEMRK-MD-P
HTRW Branch	CEMRK-MD-H
 OFFICE OF COUNSEL	CEMRK-OC
 PUBLIC AFFAIRS OFFICE	CEMRK-PA
 REAL ESTATE DIVISION	CEMRK-RE
Acquisition Branch	CEMRK-RE-A
Appraisal Branch	CEMRK-RE-E
Management & Disposal Branch	CEMRK-RE-M
Planning & Control Branch	CEMRK-RE-P
RE Files Center	CEMRK-RE-PF
 RESOURCE MANAGEMENT OFFICE	CEMRK-RM
Budget, Manpower & Management Analysis Branch	CEMRK-RM-B
Finance & Accounting Branch	CEMRK-RM-F
 SAFETY AND OCCUPATIONAL HEALTH OFFICER	CEMRK-SO

FOR THE COMMANDER:

JOHN L. CRAIG
LTC, EN
Deputy Commander

DISTRIBUTION:
C - MRD
D - MRO
15 - MRK-IM